



UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER STREET
QUANTICO, VIRGINIA 22134-5010

IN REPLY REFER TO:

5720
DON-USMC-2021-000445
9 Nov 20

FOIA Group
Ms. Rose Santos
P.O. Box 368
Depew NY 14043

SUBJECT: FOIA DON-USMC-2021-000445

Dear Ms. Santos:

This responds to your Freedom of Information Act (FOIA) request of October 18, 2020, which requests a copy of "Relevant to GS06F0593Z Order M6785411F1016 we seek copies of the following: (1) Task Order title page and (2) the CURRENT Task Order Statement of Work/Performance Work Statement {SOW/PWS}processing queue)."

Your request is hereby partially denied. Following a careful review of the documents, portions of the documents are found to be exempt from disclosure pursuant to FOIA Exemption (b)(3). Specifically, 10 U.S.C. § 130, which protects "technical data with military or space application in the possession of, or under the control of, the Department of Defense.

Fees associated with processing your request are minimal and waived.

Because your request has been partially denied, you may consider this an adverse determination that may be appealed to the Assistant to the General Counsel (FOIA) at:

Department of the Navy
Office of the General Counsel
ATTN: FOIA Appeals Office
1000 Navy Pentagon Room 4E635
Washington DC 20350-1000

For consideration, the appeal must be received in that office within 90 days from the date of this letter. Attach a copy of this letter and a statement regarding why you believe an adequate search was not conducted. Both your appeal letter and the envelope should bear the notation "FREEDOM OF INFORMATION ACT APPEAL". Please provide a copy of any such appeal letter to the MARCORSYSCOM address above.

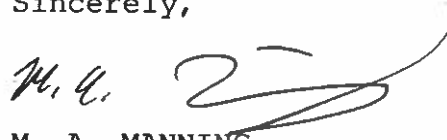
DON-USMC-2021-000445

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9 Nov 20

Any questions concerning this matter should be directed to Mrs. Bobbie Cave at (703) 432-3934 or bobbie.cave@usmc.mil.

Sincerely,

A handwritten signature in black ink, appearing to read "M. A. Manning", with a large, stylized flourish extending from the end of the signature.

M. A. MANNING
Chief of Staff

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 63	
2. CONTRACT NO. GS 06F 0593Z		3. AWARD/EFFECTIVE DATE 15-Dec-2010		4. ORDER NUMBER M67854-11-F-1016		5. SOLICITATION NUMBER M67854-10-R-1052	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME WENDY M THOMPSON-MINCH				b. TELEPHONE NUMBER (No Collect Calls) 703-432-3149	
9. ISSUED BY MARCORSYSCOM PM AMMO ATTN: CT 2041 39 TECH PARKWAY, SUITE 211 STAFFORD VA 22556 TEL: 703-432-8751 FAX: 703-432-8934		CODE M67854		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$25 million NAICS: 541512		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input checked="" type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING DO-A6 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO MARCORSYSCOM PM AMMO CANDY BURCHETT ATTN: CT 2041 39 TECH PARKWAY, SUITE 211 STAFFORD VA 22556		CODE M67854		16. ADMINISTERED BY SEE ITEM 9			
17a. CONTRACTOR/OFFEROR ACCESS SYSTEMS, INCORPORATED JIM OLENIK 11710 PLAZA AMERICA DR STE 900 RESTON VA 20190-4742 TEL. 703-464-6969		CODE 1NXG2 FACILITY CODE		18a. PAYMENT WILL BE MADE BY DFAS COLUMBUS SOUTH ENTITLEMENT OPS P.O. BOX 182264 COLUMBUS OH 43218-2264			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA See Schedule					26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$5,234,642.52		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE Proposal <input checked="" type="checkbox"/> OFFER DATED <u>20-Oct-2010</u> . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Bernice Washington</i>		31c. DATE SIGNED 02-Dec-2010	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Bernice Washington / Contracting Officer TEL: 703-432-8761 EMAIL: bernice.washington@usmc.mil			

STATEMENT OF WORK (SOW)
for
Ammunition Automated Information Systems (AAIS) Maintenance
6 June 2012

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1. SCOPE

1.1.Objectives

The Program Manager for Ammunition (PM Ammo) has a requirement to procure software and technical services in order to maintain the Ammunition Automated Information Systems (AAIS) Portfolio. Maintenance includes Commercial-Off-The-Shelf (COTS) software licenses for annual maintenance. The four categories of maintenance:

- Corrective maintenance- fixing bugs
- Adaptive maintenance- no change to functionality but now works under new conditions
- Perfective maintenance- adds something new, makes system better
- Preventive maintenance- enhance internal structure of system without affecting external behavior

The contractor shall provide the following services, activities and products:

- Program Management Products and Activities
 - Program Management
 - Contract Data Management
 - Configuration Management (CM)
 - Quality Assurance (QA)
 - Risk Management (RM)
 - Program/Project Reviews
 - Sensitive Data Handling Procedures
- Software / License Procurement and Source Code
 - Software / Licenses Procurement
 - Source Code
- Systems Maintenance Products and Activities
 - Corrective and Preventive Maintenance Products and Activities
 - Perfective and Adaptive Maintenance Products and Activities
- Tier 1 Help Desk
- Personnel Security Requirements
- Key Personnel Requirements, Skills, and Qualifications
 - Program Manager

- MAKE Lead Business Systems Analyst
- OIS-MC Lead Business Systems Analyst
- MAKE Lead Application Developer/Programmer
- OIS-MC Lead Application Developer/Programmer
- Non Key Personnel
- Development and Testing Environment
- Program Management Office
- Transition Planning
- Post Award Conference

1.2. Background

Program Manager (PM) Ammunition MARCORSYSCOM conducts research, development, acquisition activities, and executes post-production total life cycle management support for all conventional ground ammunition required by Marine Forces to train for, and successfully conduct Expeditionary Maneuver Warfare. Our mission is clear: introducing military munitions into the Marine Corps stockpile, and managing all facets thereafter. From formulating budgets and developing acquisition strategies, to procuring and disposing of munitions, PM Ammunition serves as the Marine Corps Ground Ammunition Inventory Control Point (ICP). To accomplish this mission, the Program Manager for Ammunition maintains an Ammunition Automated Information Systems (AAIS) Portfolio.

The Systems Team of the Inventory Management and Systems Division (IMSD) has the mission of “Executing maintenance of the Corps ground Ammunition Automated Information Systems (AAIS). Additionally, Sustaining Action 1.1.2 of the Program Manager 2010-2014 Conventional Ammunition Strategic Plan calls for the Maintenance and Availability of PM Ammo AAIS. Activities include needs analysis, requirement definition, coordination of design, code and functional testing, implementation, and follow-on customer support. The Systems Team develops and assures compliance with policies, directives, plans, and procedures for the control of all AAIS maintenance activities.

1.3. AAIS Portfolio Description

The portfolio is made up of three automated information systems (AIS): two major and one minor. The major AIS’ are the Ordnance Information Systems- Marine Corps (OIS-MC) and the Marine Ammunition Knowledge Enterprise (MAKE). The minor AIS is the PM Ammunition Public Web Page.

1.3.1. Ordnance Information Systems- Marine Corps (OIS-MC)

OIS-MC is the enterprises “Total Item Property Record” for Supply Class V(W)/Ammunition and operates with One Network Enterprises (ONE) Inc. Platform and Studio proprietary commercial software; this proprietary commercial software is the backbone to the OIS-MC system. The system processes requisitions, issues, redistributions, asset and procurement data,

and provides the capability to plan, procure, position, and distribute ammunition, encompassing the pre- and post- production ammunition lifecycle and serves as:

- A central record of stock status information (including serviceable and non serviceable assets) updated daily by MILSTRIP/MILSTRAP, EDI, XML, or flat file transactions from holders of Marine Corps owned assets;
- A central record of worldwide asset positions;
- A central record of materials-in-transit between storage activities (Single Manager for Conventional Ammunition (SMCA) Depots, Naval Activities and Marine Corps Ammunition Supply Points (ASPs)), updated in near real time;
- A central stock status of serialized controlled ammunition items, updated in near real time;
- A central record of material in production, procurement, or under renovation, updated in near real time; and
- A central technical data file for inventory management functions, including packaging, safety, and transportation.

OIS-MC business applications include (but is not limited to):

- OIS Logistics Sustainability Assessment (OIS-LSA)
- OIS Procurement (OIS-Procure)
- OIS Supported Unit (OIS-Su)
- OIS Dashboard (OIS-Dash)
- OIS Forecast Capacity Management (OIS-FCM)

1.3.2. Marine Ammunition Knowledge Enterprise (MAKE)

MAKE is the enterprise's web based knowledge management repository and portal for business applications. MAKE is undergoing an adaptive maintenance effort transitioning to a DotNetNuke, SharePoint or similar web application framework. MAKE serves as a central data repository to facilitate knowledge management through data mining and decision support tools. Data and information elements include:

- 30 September Inventory
- CAIMS Technical Data
- Cataloging Handbook
- DODIC Lot Status (DLS)
- Field Return Ammunition Inspection Guide
- In Lieu of (Interchangeable DODIC) List
- Jane's Information Center (Jane's)

- Life Cycle Management
- OIS-MC Daily Inventory
- NAR Manual and Messages
- Service Life Accelerated Age Test Program (SLAAT)
- Tech Data Sheet
- Total Munitions Requirement
- World Wide Inventory

Business applications include (but is not limited to):

- Ammunition Budget Management System (ABMS)
- Collaborative Ammunition Management Online (CAMO)
- Environmental and Explosives Safety (EES)
- Explosives Qualifications and Certifications Program (eQual)
- Marine Ammunition Knowledge Enterprise-Lite (MAKE-Lite)
- Marine Corps Ammunition Configuration Control Evaluation and Submission System (MCACCESS)
- Physical Inventory Control Program (PICP)

1.3.3. PM Ammunition Public Web Page

The Public Web Page is an informational web page that is accessible to the public and provides general information about PM Ammunition.

Features and information include:

- PM's Corner
- News You can use
- Mission
- Vision
- PM Ammunition Divisions
- 2300 OCC Field
- Ammunition Logistics Focus Team (ALFT)
- Corporate Center

2. APPLICABLE DOCUMENTS

The following documents of the exact date and issue specified form a part of this Statement of

Work (SOW) to the extent specified herein and may be used as references or guidance by the Contractor. In the event of conflict between the applicable documents and this SOW, the SOW shall take precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

These documents listed should not be construed as being in any relative order of importance. They shall serve to identify and clarify the work tasks and deliverable products.

- DODD 8500.1 Information Assurance (October 2002)
- DODI 8500.2 Information Assurance Implementation (February 6, 2003)
- DoD Architecture Framework Version 1.0 (Copies of this document are available at http://www.defenselink.mil/nii/doc/dodaf_v1_volume_i.pdf)
- Joint Technical Architecture, Version 6.0 (October 2003)
- ISO 9001, Quality Systems-Model
- CMMI-SE/SW/ICSD, V1.2
- DoD Public Key Infrastructure (PKI) Public Key-Enabled (PKE) Application Requirements (July 2000)
- DoD IT Standards Registry (DISR) (Copies of this document are available online at <http://disronline.disa.mil/VJTA/index.jsp>)
- IEEE/EIA 12207.0 Software Life Cycle Processes
- IEEE/EIA 12207.1 Software Life Cycle Processes – Life Cycle Data
- IEEE/EIA 12207.2 Software Life Cycle Processes – Implementation Considerations
- MIL-HDBK-61A
- MIL-STD-1521B
- PM Ammunition AAIS Change Advisory Board (CAB) Charter
- PM Ammunition AAIS Configuration Management Plan (CMP)
- AAIS Maintenance Management Review (M2R) Board Charter
- AAIS Configuration Control Board (CCB) Process

3. REQUIREMENTS

The contractor shall maintain effective communications with the PM Ammunition Inventory Management Systems Division, Systems Team Lead (AAIS Contracting Officers Representative (COR)). The contractor shall keep the AAIS COR informed of the current status of tasks and inform the AAIS COR of any programmatic or logistics problems within two (2) business days of encountering such problem(s).

3.1.Task One - Program Management Products and Activities

The contractor shall plan, host, attend, coordinate, support, conduct formal reviews, and audits. These reviews and audits shall be conducted at Government or contractor facilities. All reviews shall be included in the program schedule and may be held concurrently with the Government's approval. The contractor shall prepare agendas, presentation materials; provide minutes and reports during the period of performance. A summary of all action items, responsible parties, and estimated completion dates shall be included with the minutes. Action item documentation, assignment of responsibility for completion and due dates shall be determined prior to adjournment of all reviews. These evaluations shall include a final evaluation of all software and associated documentation to ensure that all contract requirements have been met and that the internal coordination has been conducted in accordance with the software plans.

3.1.1. Program Management

The contractor shall establish and maintain sound, documented program management practices throughout the period of performance to meet all program requirements, while optimizing performance and minimizing costs. Program management practices shall provide visibility into the contractor's organization and techniques used in managing the program via a project website. Documentation shall be readily available to Government representative(s) during planned visits. Contractor shall provide a monthly program status report, In Progress Review (IPR) minutes, funds and man hour expenditures, metrics report, trip reports, technical presentations, master schedule, baseline design reviews, design, code, and test reviews, software evaluation record, matrix and analysis of software problems reported.

3.1.1.1.Maintenance Management Review (M2R) Board

The AAIS M2R Board will be held on a monthly basis to review AAIS project status. The primary attendees of the M2R Board are one government participant and a minimum of one contractor representative. If there is a subcontractor, then they will also attend the M2R meeting. Principal AAIS M2R Board members are the AAIS COR and the AAIS Prime Contractor Program Manager. The contractor will prepare AAIS M2R meeting minutes and the AAIS Program Health Report within 5 business days of the M2R Board meeting.

CDRL A001, Minutes, M2R Board

CDRL A007, Report, Program Health

3.1.1.2.Monthly Status Reports

Monthly Status Reports will identify the current status of deliverables for the AAIS portfolio to include a financial status of existing projects. Monthly Status Reports will be produced to show the AAIS actions performed during the month. The report shall provide a high level overview of project statuses and identify specific deliverables obtained during that month. Financial status shall contain invoice specifics which includes expended funds.

CDRL A008, Report, Monthly Status

3.1.2. Contract Data Management

The contractor shall establish and maintain a centralized system for data management practices

throughout the period of performance to ensure continuity of system maintenance and supporting documentation under this contract. The contractor, in developing information that will be furnished to the Government, shall make the maximum use of existing data and provide maximum multiple use of technical information. Specific data management functions shall include schedule control for deliverables, maintenance of deliverables, and distribution and delivery of data products. Additionally, notification information shall include enclosures and figures that identify and define the effect on User Manuals, packaging data, testing supportability, interoperability/interchangeability, lifecycle costs, maintainability, and reliability. Sufficient supporting data to evaluate the proposed or requested change, such as engineering drawings, sketches, specifications, or manufacturing data sheets, shall also be submitted as supplemental information. The Government reserves the right to review all data associated with and developed for the AAIS.

3.1.2.1.Program Schedule

The contractor shall create and maintain an accurate schedule of program events and recommend program schedules, including review and evaluation techniques, which provide for the earliest delivery schedule while at the same time satisfying all requirements in a cost effective manner. The program schedule shall include all significant events, and a Plans of Action and Milestones (POA&M) shall depict major tasks and events. While the POA&M shall depict all projects major tasks and events, the Feature Breakdown Structure (FBS) shall specifically define what is required to be accomplished in performance-based, quantitative terms for each project task in accordance with the contractors approved implementation plan. It shall delineate major program milestones, decision points and deliverables. The contractor shall use the Government approved schedule as the baseline and track planned (baseline) vs. actual dates. The schedule performance shall be reported at all In Progress Reviews (IPR) and other meetings where program status is discussed. The contractor shall notify the Government in writing of any anticipated or projected work stoppages or delays that will impact schedules.

The contractor shall notify the Contracting Officer in writing of any anticipated or projected work stoppages or delays that will impact program schedules. The contractor shall submit the POA&M for Government approval within 14 days of contract award, in support of the first program In Progress Review (IPR).

CDRL A023, Schedule, Plans of Action and Milestones (POA&M)

CDRL A024, Schedule, Feature Breakdown Structure (FBS)

3.1.2.2.Architecture

The contractor's system engineering program shall include technical architecture responsibilities such as documenting the system architecture to include relevant interfaces and integration, reviewing the architecture with all of stakeholders and identifying and managing architectural risks and mitigations. The contractor shall develop and document information architecture, based on required functionality and supporting data sources, which consist of the attributes needed to support the functional processes associated with the tasks/capabilities described herein, their definitions and characteristics, their relationships, and how they relate to the various physical environments where the data are stored. The information architecture shall allow a mapping to the existing data structures and systems to obtain the required information and for the

“to-be” state. Should this documentation require updating, the contractor shall be responsible.

3.1.2.3.Web Based Help and Training

The contractor shall create web based online help files in AAIS projects. The contractor shall provide training to users on newly modernized applications in the form of user manuals and electronic media. The training materials must follow logical step by step instructions, to ensure that it's user friendly and easy to understand.

CDRL A028, Training, Course Materials

CDRL A029, Training, Electronic Materials

3.1.3. Configuration Management (CM)

The contractor shall perform configuration management of the AAIS to ensure form, fit, function and interface requirements are maintained throughout the contract period. MIL-HDBK-61A may be used as guidance in the development and execution of the configuration management plan.

CM establishes and maintains the integrity of the work products and deliverables of the Project throughout the Project life cycle using configuration identification, configuration control, configuration status accounting, and configuration audits. In addition, CM provides the same support for all program level work products and deliverables.

The contractor shall establish and follow a requirements and configuration management process, documented in the contractor's Configuration Management Plan (CMP). The CMP shall be used to document changes during the life of the development and implementation phases of the AAIS. The contractor shall support the Configuration Control Board (CCB) review/approval process; establish Functional and Technical Baselines documented by configuration audits; maintain version control over all developed configuration items and configuration objects, and ensure that configuration items and objects are identified and managed in the CM support tool. The contractor shall ensure consistency between process and architecture documentation and the as-built solution.

At a minimum, the configuration management process/plan shall include these activities:

- Change Request Recording
- Change Request Evaluation
- Assessment of impact of the change to the project
- Change Request Thresholds
- Composition of a Change Control Review Board
- Change Request Implementation and Acceptance Procedures
- Integration of the requirements changes into the system implementation
- Documentation of the requirement and technical changes
- Configuration Audits

- Populate or provide configuration items using CM tools

The contractor shall support and maintain configuration management and control of all product development in compliance with the government approved Configuration Management Plan and in accordance with the applicable MARCORSYSCOM and DoD standards.

The contractor shall notify the AAIS COR of any changes at the contractor's facility, which affect the contractor's established CM process. The contractor shall ensure that the AAIS CM process works in conjunction with the PM Ammunition CM processes, including coordination of changes, assessing impacts and developing change documentation. The contractor may create a Program level CMP that identifies their CM processes with project specific items identified at the project level.

CDRL A011, Plan, Configuration Management (CMP)

CDRL A009, Report, Physical Configuration Audit Summary (PCAS)

3.1.4. Quality Assurance (QA)

The contractor shall prepare and implement a written quality control plan. The contractor shall establish and maintain an effective quality assurance program that provides standard methodologies, techniques and metrics for assuring product quality. Key activities include:

- Establishing capable processes
- Monitoring and controlling critical processes and product defects, deficiencies and performance
- Establishing mechanisms for feedback of the fielded product performance
- Implementing an effective root cause analysis and corrective action system and
- Continuous process improvement

All work performed under this control shall be of the highest quality, consistent with best industry practices, assuring timely provision of services and deliverables and adequate protection of Government assets. The contractor is responsible for the day to day inspection and monitoring of all contract work performed to ensure compliance with contract requirements. The results of all quality control inspections conducted by the Contractor shall be documented, and provided to the AAIS COR as required or on a monthly basis. It is also applicable for subcontractors where Government inspection is required. In such cases it is the contractor's responsibility to include in writing in each subcontract the use of this standard by his/her subcontractor.

CDRL A012, Plan, Quality Management (QMP)

3.1.5. Risk Management (RM)

The contractor shall establish, implement, and maintain risk management practices throughout the period of performance. Risk management is vital to effectively managing any large-scale software effort because each software system being developed or maintained is dependent on a unique set of changing factors. Project risks shall be identified, assessed, prioritized, treated, and

documented to minimize the likelihood of their occurrence, or their impact should they occur. Risk identification, tracking, assessment and mitigation/contingency plans shall be addressed at all In Progress Reviews (IPR). The contractor shall perform the following as part of Risk Management:

- Identify risks across the entire program and report weekly in production meeting format (costs, scope, and schedule and other system lifecycle sections),
- Continuously evaluate risk to assess and determine potential outcomes,
- Define steps to respond to and mitigate identified risks,
- Present risk mitigation plans for identified risks and address the progress on each risk over time,
- Review and prioritize risks regularly at appropriate project levels to assess the impact to the program and project.

CDRL A013, Plan, Risk Management (RMP)

3.1.6. Program / Project Reviews

The contractor's PM and the AAIS COR shall meet (at a location mutually agreed upon within 15 miles of Marine Corps Base Quantico) on a monthly basis for a Maintenance Management Review (M2R). The purpose of the M2R is to review on a monthly basis progress to date the AAIS Portfolio, including all projects, project details, project deliverables, fiscal details, resolve issues, manage program risk, administrative, assurance of compliance with contract requirements, program status, and address resource allotment (including assignment of key personnel). The contractor shall prepare and submit a monthly status report to summarize the planned discussion items and shall submit it prior to the actual conduct of the meeting. The first review shall be conducted within 20 days of contract award.

The contractor shall also plan, host, attend, coordinate, support and conduct the In Progress Reviews (IPR), as well as other meetings, formal reviews, conferences and audits (hereafter collectively referred to as "reviews") required under the contract. All reviews shall be included in the program schedule, and may be held concurrently with the Government's approval. The contractor shall prepare agendas and conference presentation materials, and provide minutes and reports following each review. The government reserves the right to cancel any review.

In addition, mutual agreement is required for any additional review to be scheduled at critical points during the period of performance. Action item documentation, assignment of responsibility for completion and due dates shall be determined prior to adjournment of all reviews. A summary of all action items, responsible parties, and estimated completion dates shall be included with the minutes.

3.1.6.1. In Progress Reviews (IPR)

In Progress Reviews (IPR) will be held on a weekly or as needed basis. The Government reserves the right to cancel any review or to require any review to be scheduled during the period of performance. The contractor's progress to date, project management, risk management, technical support services (if any), integrated logistics support, problem identification and

resolutions shall be agenda items. Actual versus expected performance of each area shall be addressed. The contractor shall prepare presentation materials providing an overview of all agenda items. A summary of all action items, responsible parties, and estimated completion dates shall be included within the monthly report.

CDRL A002, Minutes, In Progress Reviews (IPR)

3.1.6.2.Issue Review Board (IRB)

An Issue Review Board (IRB) is a discussion of the results of the Project's Systems Testing. The results will show the current defects, bugs, or unrelated issues. The IRB will document the validity and severity of these issues and determine which issues will be completed prior to initiating User Acceptance testing. Any issues that will not be resolved prior to UAT will be placed in the Backlog or the JIRA queue to be worked at a later date.

CDRL A003, Minutes, Issue Review Board (IRB)

3.1.6.3.Production Readiness Review (PRR)

Production readiness reviews will be held after release of the PCAS report to determine if the software build is ready for release into the existing production environment. Review the Production Readiness Checklist which outlines the list of criteria needed from a project before a release is deployed into the existing production environment. The checklist will be reviewed by all attendees and upon approval of all pertinent checklist items the release in question is approved for release.

CDRL A004, Minutes, Production Readiness Review (PRR)

3.1.6.4.After Action Reviews (AAR)

An After Action Review (AAR) is a professional discussion of an event that focuses on performance standards and enables team members to discover for themselves what happened, why it happened, and how to sustain strengths and improve on weaknesses going forward. Attendees will evaluate performance against desired results, identify strengths and weaknesses, and decide how to improve performance.

CDRL A005, Minutes, After Action Reviews (AAR)

3.1.7.Sensitive Data Handling Procedures

The contractor shall follow industry standards regarding the use and distribution of sensitive production data. Sensitive production data required for development and test purposes shall be transformed into safe but usable test data. The following techniques shall be used to create data that is "de-identified" enough to be safe, including but not limited to:

- Scrambling: jumble names or numbers to ensure they're not real. Yet close enough to the real thing to work;
- Randomizing: replace numbers with random numbers;
- Encrypting and masking: encrypt sensitive information or mask it;

- Concatenation: retain essential information but strip it out, substitute, or randomize the remaining variables using a predefined routine;
- Look-up fields: substitute an entry or value, such as names or addresses, from a predefined list;
- Propagation: for interdependent fields and parent/child database tables, utilize algorithms and propagate information to ensure relationships, including database key references, remain intact.

3.2.Task Two – Software / License Procurement and Source Code

The contractor shall provide all commercial software products as stated in this Statement of Work, which is required to support this effort, including initial procurement and follow-on maintenance support for the life of the contract. The Government shall own all software/data rights.

3.2.1.Software / Licenses Procurement

Current development, test, integration, and production environment software licenses required:

- DotNetNuke Professional Edition (check in DADMS for current authorized version)
- One Network Platform and Studio Licenses
 - One Platform License: supplied for 5000 named “privileged” users and the One Platform License shall allow for unlimited “read only, unprivileged” users.
 - One Studio and SDK Licenses: supplied for 3 named “privileged” users and the One Studio and SDK Licenses shall not have any “read only, unprivileged” users.

CDRL A025, Licenses, Software

Current maintenance/test environment software list is supplied for informational purposes only, not as a requirement for this contract:

- Adobe Acrobat 9 Pro
- Artisteer
- Beyond Compare
- Case Complete Premium
- Exception Hunter
- Ghost Solution Suite 2.5
- MadCap MadPak
- ReSharper
- SnagIt
- Surround SCM

- Symantec Backup Exec
- CollabNet Team Forge
- Toad for SQL Server Pro
- TopStyle

3.2.2.Source Code

The Government shall own the software and data rights for items developed under this contract.

3.2.2.1.OIS-MC Software Source Code

OIS-MC projects are developed against the One Network Enterprise Inc. software. One Network Platform comprises a software development toolkit ("Studio"), a business process management framework, a set of reusable business services and a set of scalable infrastructure services, all of which are built using a combination of J2EE standard technology and proprietary source code. One Network Platform is available for use by the government. The government shall be permitted to configure and customize the Platform by using the Studio toolkit to extend and enhance the existing business process template. The configured business process template's source code and the government's customizations of that source code, are the property of the government and will be owned and maintained by the government at all times, regardless of the development team performing the configuration services.

CDRL A026, Code, Software Source

CDRL A027, Build, Software

3.2.2.2.MAKE Software Source Code

All source code developed under this contract for MAKE are the property of the government and will be owned and maintained by the government at all times, regardless of the development team performing the configuration services.

CDRL A026, Code, Software Source

CDRL A027, Build, Software

3.3.Task Three – Systems Maintenance Products and Activities

The contractor shall be able to execute corrective, adaptive, perfective and preventive maintenance. System maintenance efforts under this contract are of a dynamic nature and responsive to the needs of PM Ammunition.

3.3.1.Corrective and Preventive Maintenance Products and Activities

The contractor shall provide corrective and preventive maintenance capability. Corrective and preventative maintenance requests are made utilizing the OIS-MC JIRA tool or MAKE Configuration Change Requests (CCRs)/Problem Trouble Reports (PTRs). All requests shall be submitted to the Tier 1 Helpdesk. Corrective and preventive configuration change/maintenance requests are analyzed and categorized by the AAIS Configuration Control Board (CCB). Requests shall be categorized as one of the following: Critical, Major, Normal, and Minor:

- **Critical:** A required function renders the application unusable, or a required function is missing or not functioning. The existence of this bug makes the module or the whole software unusable. **Critical bugs shall be fixed within 1-2 working days of notification.**
- **Major:** Any function that should be operable but isn't. The absence of this function does not cause the application to become unusable, but may generate an error or the wrong results. Major bugs shall be fixed within 3-5 working days of notification.
- **Normal:** A features or function that is operable, but not in accordance with documented procedures. To make this feature operable, the user needs to go through extra steps that would be unnecessary if the bug did not exist. Normal bugs shall be fixed within 3 weeks of notification.
- **Minor:** Function or feature that is operable, but performance can be improved. Minor bugs shall be fixed with next release of the software.

Continuity of Operations Planning (COOP) is the responsibility of the Government. However, the contractor shall support and advise the Government regarding configuration management and COOP efforts for the AAIS including the software and data in Government's test and production environment.

3.3.2.Perfective and Adaptive Maintenance Products and Activities

The contractor shall provide perfective and adaptive maintenance capability utilizing an agile methodology. To support the dynamic nature of systems maintenance the contractor shall be capable of executing a combination of five (5) concurrent adaptive or perfective maintenance projects; ideally three (3) in support of MAKE and two (2) in support of OIS-MC. Perfective and adaptive maintenance requests are made utilizing the AAIS Maintenance Request and Project Synopsis submitted to the Government Configuration Manager (CM). The Government COR reviews the requests and assigns a preliminary project size and technical feasibility rating to assist the AAIS Change Advisory Board (CAB) in assigning priority.

- Project Size (**Table 3.3.2-1**):
 - Small – (0-25 requirements)
 - Medium – (26 – 149 requirements)
 - Large – (150+ requirements)
- A technical feasibility rating of 1, 2, or 3 (**Table 3.3.2-2**):
 - 1- Easily executable- an existing capability; no outside sources required
 - 2- Moderately executable- most capability; moderate difficulty involved
 - 3- Difficult to execute- additional capability may be required; has external interfaces; “unchartered ground”

Project Size / # Requirements (approx)
small / 0- 25
medium / 26-149
large / 150+

Table 3.3.2-1

Project Name	Technical Feasibility
Project 1	3
Project 2	3
Project 3	2
Project 4	3
Project 5	3

Table 3.3.2-2

The Government AAIS Change Advisory Board (CAB) members assign an Initial Prioritization rating to each AAIS Maintenance Request and Project Synopsis based on a 1 to X scale (X = # projects being prioritized); where 1 is most important and X being least important. Each project's Initial Prioritization is totaled to get the CAB Initial Priority. **Table 3.3.2-3** shows an initial priority matrix for 5 projects. The CAB Initial Priority is added to the Technical Feasibility to get a Raw Score. The Raw Score is stacked lowest to highest which gives the CAB Final Priority (**Table 3.3.2-4**) where the lowest number (1) is the highest priority project.

Project Name	Initial Prioritization				CAB Initial Priority
	DPM	Div. Head	Div. Head	Div. Head	
Project 1	5	4	1	4	14
Project 2	2	1	4	1	8
Project 3	1	2	3	2	8
Project 4	4	5	5	5	19
Project 5	3	3	2	3	11

Table 3.3.2-3

Project Name	Technical Feasibility	CAB Initial Priority	RAW Score	CAB Final Priority
Project 3	2	8	10	1
Project 2	3	8	11	2
Project 5	3	11	14	3
Project 1	3	14	17	4
Project 4	3	19	22	5

Table 3.3.2-4

To support the dynamic nature of systems maintenance the contractor shall be capable of executing a combination of five (5) concurrent adaptive or perfective maintenance projects. **Table 3.3.2-5** shows the notional concept of executing five (5) concurrent projects. AAIS Maintenance Request and Project Synopsis for projects 1-5 will be provided at contract award with subsequent projects identified no later than 30 days prior to project initiation.

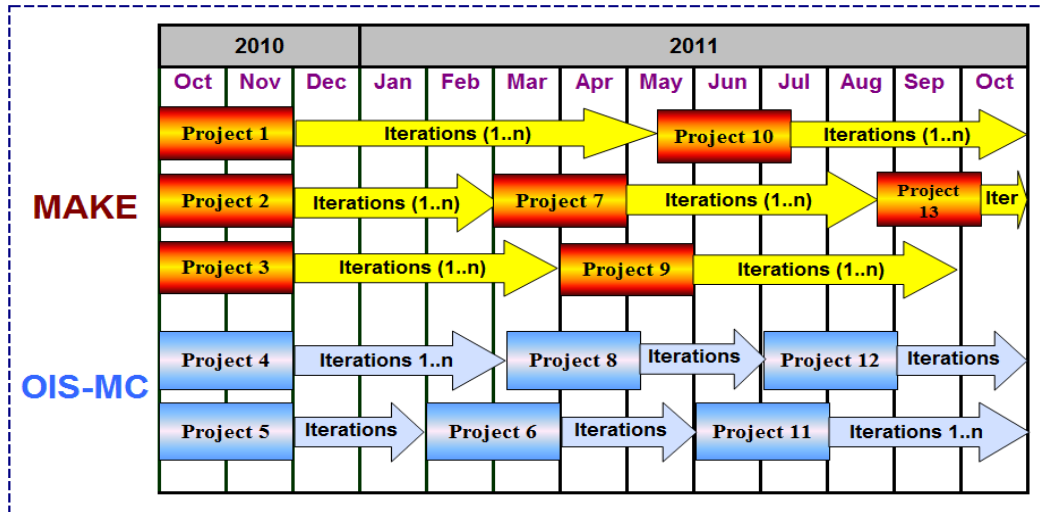


Table 3.3.2-5

The contractor shall use an Agile Methodology to support perfective and adaptive maintenance. The contractor shall provide initial work/feature breakdown structures for the initial five projects no later than 30 days after receipt of the AAIS Maintenance Request and Project Synopsis.

Development of the work/feature breakdown structures by the contractor shall be considered that project's Iteration 0. Initiation and Planning Phases shall occur during Iteration 0, where high level requirements are gathered for the rest of the project. There may be multiple Iterations following Iteration 0. These future Iterations may be listed as Iteration 1 through Iteration n, with "n" representing the unknown length of the project as all project lengths may differ based on the requirements for those individual projects.

Table 3.3.2-6 shows the estimates of Project Size vice Requirements Complexity/Iterations. If a perfective maintenance project has 20 requirements and most of the requirements are complex, the project would take a team approximately 6-9 months and encompass approximately 3 iterations following an agile methodology. Another example: an adaptive maintenance project with 30 simple requirements would take a team approximately 6 months and 2 iterations.

Project Size / # requirements (approx)	Requirements Complexity / iterations (approx)	
	simple	complex
small / 0- 25	3 months / 1	6-9 months / 3
medium / 26-149	6 months / 2	9-12 months / 4
large / 150+	12 months / 4	18+ months / 6+

Table 3.3.2-6

Agile Methodology consists of seven phases- one through seven (**Table 3.3.2-7**); initiation through implementation. The Initiation and Planning phases will normally occur in the Iteration 0 portion of the project where high level requirements are gathered for the rest of the project. There may be multiple Iterations following iteration 0. These Iterations may be listed as Iteration 1 through Iteration n. These numbered iterations will include: Analysis, Design, Coding, Testing, and Implementation in a repetitive manner until the requirements have been met to customer satisfaction and as agreed upon in the Software Requirements Specification (SRS).

The contractor shall use the agile methodology process in order to incrementally grow the system's degree of definition and implementation while decreasing its degree of risk.

Use/selection of software design, development, CM or other tools is up to the contractor.

PHASE	
I	Initiation
II	Planning
III	Analysis
IV	Design
V	Coding
VI	Testing
VII	Implementation

Table 3.3.2-7

3.3.2.1.Initiation and Planning Phases (I and II)

The Contractor shall provide the capability to conduct project initiation and planning. The contractor shall consolidate the key information needed to start the Project on a sound basis, and to convey that information to all concerned with the Project. The contractor shall document the approach for performing and managing tasks necessary to accomplish the Project's mission. In short, this is the "who, why, what, when and how" part of the Project. Under these two phases, the contractor shall provide:

- a. Project Management Plan (PMP) which is developed and outlines the Project's scope, purpose, goals, roles, responsibilities, risks, organizational structure, managerial process and structure, technical processes, planned work and supporting processes, and documents the best identified alternative courses of action to realize the mission;
- b. Plans of Action and Milestones (POA&M) Draft document which is developed and reflects the initial planning and estimates as based on the initial Client needs and requirements;
- c. Feature Breakdown Structure (FBS) Draft document which is developed and outlines the Project's features (similar to a work breakdown structure);

- d. Verification and Validation (V&V) Strategy Draft document which is developed and reflects the strategy for performing the AAIS Portfolio verification and validation;
- e. Risk Management Plan (RMP) Draft document which is developed and reflects the Project's risks (foreseeable risks), in order to create a response plan to mitigate the associated risk, and to estimate the effectiveness of that response plan.

CDRL A014, Plan, Project Management (PMP)

CDRL A023, Schedule, Plans of Action and Milestones (POA&M)

CDRL A024, Schedule, Feature Breakdown Structure (FBS)

CDRL A017, Document, Verification and Validation (V&V)

CDRL A013, Plan, Risk Management (RMP)

3.3.2.2. Analysis, Design, and Coding Phases (III, IV, and V)

The Contractor shall provide the capability to conduct project analysis, design and coding. The contractor shall provide updates to existing documentation created in Phases I and II. Under these three phases, the contractor shall provide:

- a. Updated Plans of Action and Milestones (POA&M);
- b. Updated Feature Breakdown Structure (FBS);
- c. Updated Verification and Validation (V&V) Strategy;
- d. Updated Risk Management Plan (RMP);
- e. Software Requirements Specification (SRS) Draft document which is developed and reflects the Project's specification requirements;
- f. Software Design Document (SDD) Draft document which is developed and reflects the Project's software design, requirements and traceability throughout the lifecycle of the project;
- g. Database Design Document (DbDD) Draft document which is developed and reflects the Project's database dependencies;
- h. Implementation Strategy (IS) Draft document which is developed and reflects the Project's implementation strategy;
- i. Software Sustainment Plan (SSP) Review the Software Sustainment Plan (SSP) and update as required to reflect the Project's plan for sustainment to carry it from perfective/adaptive maintenance to corrective/preventive maintenance.

CDRL A023, Schedule, Plans of Action and Milestones (POA&M)

CDRL A024, Schedule, Feature Breakdown Structure (FBS)

CDRL A017, Document, Verification and Validation (V&V)

CDRL A013, Plan, Risk Management (RMP)

CDRL A018, Document, Software Requirements Specification (SRS)

CDRL A019, Document, Software Design (SDD)

CDRL A020, Document, Database Design (DbDD)

CDRL A021, Document, Implementation Strategy (IS)

CDRL A015, Plan, Software Sustainment (SSP)

3.3.2.3. Testing Phase (VI)

The Contractor shall provide the capability to conduct project testing. The contractor shall establish a maintenance/test environment at the contractor's facility that mirrors the production environment that is web or physically accessible by the government in order to conduct user acceptance testing. The maintenance/test environment shall be used to support software maintenance, module testing, and integration testing and troubleshooting. Each software build shall be fully tested by the contractor, in accordance with the test plan; by an individual on the contractor's staff other than the actual developer of the code. There are many facets of testing to include Unit testing or "white Box" testing, followed by peer review for quality assurance purposes. Formal testing will follow Unit testing and upon completion of Formal Testing, PM Ammunition will conduct User Acceptance Testing (UAT) in accordance with the documented V&V Strategy. The contractor shall ensure, via integration testing, that the AAIS interoperates with the systems identified in the AAIS Portfolio. The results of the integration testing shall be provided to the Government in the Software Test Report (STR). Test results shall be recorded in the test report and in a defect-tracking database. The contractor shall fix problems identified during testing, annotate the defect-tracking database accordingly, and retest each software build completely and successfully prior to delivery to the Government. Under this phase, the contractor shall provide:

- a.** Updated Plans of Action and Milestones (POA&M);
- b.** Updated Verification and Validation (V&V) Strategy;
- c.** Updated Risk Management Plan (RMP);
- d.** Updated Implementation Strategy (IS);
- e.** Updated Software Sustainment Plan (SSP), as required
- f.** Software Test Report (STR) document which is developed and reflects the results of the Project's software testing;
- g.** User Acceptance Test (UAT) Plan document which is developed and reflects the strategy for performing the Project's user acceptance testing plan;
- h.** Software Source Code which is created while developing the Project;

- i. Software Builds which is created while developing the Project.

CDRL A023, Schedule, Plans of Action and Milestones (POA&M)

CDRL A017, Document, Verification and Validation (V&V)

CDRL A013, Plan, Risk Management (RMP)

CDRL A021, Document, Implementation Strategy (IS)

CDRL A015, Plan, Software Sustainment (SSP)

CDRL A010, Report, Software Test (STR)

CDRL A016, Plan, User Acceptance Test (UAT)

CDRL A026, Code, Software Source

CDRL A027, Build, Software

3.3.2.4.Implementation Phase (VII)

The Contractor will provide the capability to conduct project Implementation. The purpose of the Implementation phase is to make the developed system available to the users (deployment), and to prepare the PM Ammunition Team for the support and maintenance of the system. Capabilities shall be delivered in an agile manner, with quarterly releases (at a minimum), that allows simple/streamlined capabilities to be delivered initially followed up with additional releases of capability that grow in depth, breadth, and complexity as the workforce gains familiarization and acceptance. The Implementation Strategy (IS) shall address implementation topics such as data migration, phased implementation strategy, training strategy (including users, systems administrators, and system maintenance staff), user documentation, and enhancement strategy. The IS shall be approved by the AAIS COR for each capability prior to execution. The IS shall include a schedule of events and shall ensure that the following items have been considered/completed prior to implementation: integration testing, end user training, procedure documents, documentation distribution, user accounts, hardware ready, final system acceptance testing, help desk ready, legacy system transition, data conversion/migration, interface testing, user community awareness/communications. The contractor shall conduct implementation activities such as data migration, user training, system administrator training, and system maintenance staff training. The goal of this phase is to transition the developed system into production with minimal disruption to the daily activities of end users. Under this phase, the contractor shall provide:

- a. Updated Risk Management Plan (RMP);
- b. Physical Configuration Audit Summary Report (PCAS) document which is developed and provides the results of the Project's software configuration audit;
- c. Implementation Strategy (IS) which is developed and outlines the Project's deliverables, documentation, source code, implementation;
- d. Software Release Description (SRD) which is developed and outlines the components of a Project including source files, version description, release files, and installation instructions.

- e. Course materials developed specific to the application requirements, shall include but is not limited to, identifying user roles, application functionality, and general application information;
- f. Electronic materials developed specific to the application requirements and are in the form of web based online help files and computer based tutorials;

CDRL A013, Plan, Risk Management (RMP)

CDRL A009, Report, Physical Configuration Audit Summary (PCAS)

CDRL A021, Document, Implementation Strategy (IS)

CDRL A022, Document, Software Release Description (SRD)

CDRL A028, Training, Course Materials

CDRL A029, Training, Electronic Materials

3.4.Task Four – Tier 1 Help Desk

The contractor shall provide personnel to act as help desk, program, and project support for the contract (Tier 1). Tier 1 support includes initial contact with users, documenting the user's issue in a trouble ticket, limited troubleshooting and resolution of issues, and forwarding to Tier 2 (Government) as required.

Help desk personnel shall coordinate interactions across all channels in "real time"; provide a single view of the customer across the enterprise; respond to requests for technical assistance in person, via phone, or email; research questions using available information resources; advise user on appropriate action; follow standard help desk procedures; log all help desk interactions; administer help desk software; redirect problems to appropriate resource; identify and escalate situations requiring urgent attention; track and route problems/ requests and document resolutions; prepare activity reports; stay current with system information, changes and updates as they pertain to specific AAISM applications. The contractor shall maintain an online log of help desk incidents. The log shall contain data necessary to record the problem, solutions tried, final solutions and time required. The contractor shall derive metrics from the log. The contractor shall use this log and its metrics to improve the training program and the design and development processes.

Contractor shall provide Subject Matter Experts capable of providing user assistance on implemented software while assisting users through Tier 1 support center.

The contractor shall provide Tier 1 Help Desk Support Monday through Friday (less government authorized holidays) during the hours of 07:00 – 16:30 EST. Support will consist of account creation, password resets, change request and problem trouble report receipts and routing of OIS-MC, MAKE and Public Web page items.

Account creation and password resets shall be completed within one business day of request.

CDRL A008, Report, Monthly

4. ADDITIONAL REQUIREMENTS

4.1. Personnel Security Requirements

The work to be performed under this contract involves access to, handling of, and generation of sensitive material. The contractor shall appoint a Security Officer who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with all DoD, U.S. Navy, and US Marine Corps specific regulations regarding security, and (3) assure compliance with any written instructions from the Security Officers of the activity under this contract.

Under the efforts of this contract, with regards to the prime contractor, subcontractor (s) or independent consultant(s); Foreign Nationals are not authorized to work on this requirement. Contractor personnel authorized to work under this requirement will be required to submit or have on file, an active SF-85P (for Public Trust Positions) with OPM. Contractors need to be IT Level II with a Moderate Risk Background Investigation (MBI) or National Agency Check with Inquiries (NACI). The Contractor will ensure personnel designated IT Level II complete the SF 85P and provide it to their Government security office.

4.2. Physical and Electronic Security Requirements

The Contractor server room shall be accessed by authorized personnel only; the room must be secured with a solid door and a strong lock (potentially a cipher lock). The Contractor shall implement an alarm system service that includes sensors for:

- internal movement/motion (while facility is secured/locked),
- unauthorized entry (while facility is secured/locked),
- loss of power,
- server room temperature,
- glass breakage for windows and doors.

Only authorized personnel are allowed access to work areas and the server room; the contractor is required to escort any vendors, maintenance personnel, cleaning personnel and visitors not employed on the PM Ammo contract. All PM Ammunition data (documentation and electronic media) must be considered proprietary and secured in lockable containers after hours. Unless CAC enabled, Contractors shall implement a user ID and password authentication that complies with National Industrial Security Program Operating Manual (NISPOM); at a minimum the password length must be 14 characters or more and composed of alphabetical (uppercase and lowercase), numerical, and special cases. VPN security features shall ensure authentication and secure socket connectivity (SSL); all connections must be encrypted to 128 bit or above and must utilize user ID and password requirements previously defined. VPN or CAC is required for remote access to the servers and/or PM Ammunition data and applications. DMZ access needs to comply with NISPOM User ID/password requirements listed above. Only Internet Explorer 7 and higher is allowed. The Contractor shall perform routine audits of systems.

4.2.1. Press Releases

The Contractor shall not quote Government personnel on any website or public media. The Contractor shall ensure that this requirement is passed down to all subcontractors supporting this effort. The Contractor may request approval for any press release by sending the request to the Contracting Officer or PM Ammunition. PM Ammunition will review the proposed release for accuracy and make necessary corrections. PM Ammunition will then forward the request to Public Affairs and OPSEC. The review results will inform the Contractor what needs to be fixed to permit posting in the public arena.

4.3.Key Personnel Requirements, Skills, and Qualifications

The Government requires Contractor-supplied personnel to be qualified, and where appropriate, certified for the position and role for which they are proposed. The Government requires specific Key Personnel named in the Offeror's proposal.

The Key Personnel are considered essential to the work performed. Except where situations where the Key Person is no longer employed by the Contractor, or in case of a catastrophic event (e.g., illness, accident, or death), the Contractor shall not substitute or divert Key Personnel without written consent of the Contracting Officer. In the event that a change in Key Personnel is caused by an individual's sudden illness, death, or termination of employment, the Contractor shall promptly notify the Contracting Officer and provide the information required.

Before requesting substitution or replacement of key personnel, the Contractor shall notify the Contracting Officer in writing no less than fifteen (15) calendar days in advance and shall submit justification (including the names and resumes of the proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. The Contractor must wait for Contracting Officer written approval before replacing a candidate in a Key Personnel position. The proposed substitutions shall possess qualifications equal or superior to those of the Key Person(s) being replaced.

If one or more of the key personnel will be unavailable for work under this contract for a continuous period exceeding fifteen (15) calendar days, the Contractor shall notify the Contracting Officer and replace such personnel with personnel of equal qualifications within fifteen (15) calendar days of notification. The Contracting Officer must approve the resume of any replacement before assignment of the individual(s) to the project.

Offerors are reminded that accurate and comprehensive information regarding proposed Key Personnel is critical. Inaccurate information is a material misrepresentation and could result in termination of an awarded contract.

Offerors are required to submit letters of commitment from Key Personnel or contingent letters of offer and acceptance counter-signed by the employer and the prospective employee. In addition, an Officer of the offering company shall certify the accuracy of all submitted resumes and the validity of any contingent employment agreements. The Government will evaluate resumes of personnel submitted for Key Personnel positions and the experience, expertise, and qualifications of the proposed Key Personnel will be evaluated in accordance with Section M

Evaluation Factors.

Key personnel are: Program Manager, Lead Business Systems Analysts, and Lead Application Developer/Programmers.

4.3.1.Program Manager

Project Management Professional (PMP) certification is required. The Program Manager shall have the skills and qualifications to ensure these activities are successfully executed:

- Program Management
- Contract Data Management
- Configuration Management
- Quality Assurance
- Risk Management
- Program/Project Reviews
- Sensitive Data Handling Procedures

4.3.2.MAKE Lead Business Systems Analyst

The MAKE Lead Business Systems Analyst will have experience in analyzing and documenting PM Ammunition business processes. Additionally the MAKE Lead Business Analyst shall have superior communication skills and able to manage multiple priorities while working in a fast paced team environment. PM Ammunition business applications contained within in MAKE (but not limited to):

- Ammunition Budget Management System (ABMS)
- Collaborative Ammunition Management Online (CAMO)
- Environmental and Explosives Safety (EES)
- Explosives Qualifications and Certifications Program (eQual)
- Marine Ammunition Knowledge Enterprise-Lite (MAKE-Lite)
- Marine Corps Ammunition Configuration Control Evaluation and Submission System (MCACCESS)
- Physical Inventory Control Program (PICP)

4.3.3.OIS-MC Lead Business Systems Analyst

The OIS-MC Lead Business Analyst will have demonstrated experience in analyzing and documenting PM Ammunition's Total Item Property Record associated processes as well as Inventory Management Business Applications. Additionally the OIS-MC Lead Business Analyst shall have superior communication skills and able to manage multiple priorities while working in a fast paced team environment. PM Ammunition Inventory Management business applications contained within in OIS-MC (but not limited to):

- OIS Logistics Sustainability Assessment (OIS-LSA)
- OIS Procurement (OIS-Procure)
- OIS Supported Unit (OIS-Su)
- OIS Forecast Capacity Management (OIS-FCM)

4.3.4.MAKE Lead Application Developer/Programmer

The MAKE Lead Application Developer/Programmer will have programming experience in ASP.NET, DotNetNuke, Java, C# programs/languages.

4.3.5.OIS-MC Lead Application Developer/Programmer

The OIS-MC Lead Application Developer/Programmer will have programming experience in support of the One Network Platform, Studio and the dependant database.

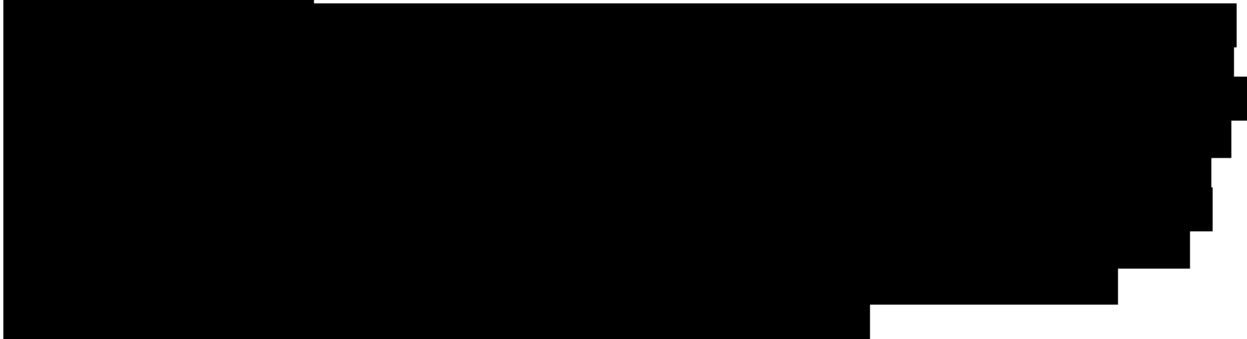
4.4.Non Key Personnel

The Government requires Contractor supplied personnel to be qualified, and where appropriate, certified for the position and role for which they are proposed.


4.5.Development and Testing Environment

The contractor shall maintain an environment that allows a mirror image of the government production software as appropriate for the development, test, and government user acceptance test environments; which will allow the contractor to develop capabilities that will be compatible with the Government's production environment. The contractor shall establish a maintenance/ test environment at the contractor's facility that mirrors the production environment that is web or physically accessible (within 15 miles of Quantico, VA) by the government in order to conduct user acceptance testing. The current government environment is subject to change, and is provided for informational purposes. The contractor shall be capable of adapting their environment when the government environment changes.

(b)(3) - 10 U.S.C. § 130



(b)(3) - 10 U.S.C. § 130



(b)(3) - 10 U.S.C. § 130

(b)(3) - 10 U.S.C. §
130

(b)(3) - 10 U.S.C. § 130

(b)(3) - 10 U.S.C. § 130

4.6. Program Management Office

The Contractor shall maintain a program management office within 15 miles of Quantico, VA.

4.7. Transition Planning

The Contractor shall employ all labor necessary to fully assume this contract by 28 December 2012. The Contractor shall provide a transition plan that documents timelines and metrics that include movement and reestablishment of any non-production systems. No additional or special funding is provided for this move. The Contractor has 14 work days to make the transition and be setup, ready to continue the work effort.

4.8. Post Award Conference

A post award conference shall be held at the contractor's facility within 30 days after contract award. The purpose of this review is for the contractor to review and demonstrate to the Government the management procedures, provide progress assessments, review of technical and other specialty area status, and to establish schedule dates for near term critical meetings/actions. The contractor shall present management, key personnel, and program implementation processes. A summary of all action items, responsible parties, and estimated completion dates shall be included with the minutes.

CDRL A006, Minutes, Post Award (PA)